**Employee-Led Student Travel Policy**

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1. PURPOSE

To establish a policy and procedure for Park University (the “University”) to follow with regards to faculty and staff members leading travel involving Park University students (“University trips”).

1. SCOPE

This Policy provides the standard operating procedure for trips or events in which University employees are leading student(s) and are travelling off the grounds of any Park University campus. This policy includes but is not limited to Student Organization travel, Conference travel, Study Abroad trips, and Alternative Break trips.

1. PRE- AND POST-TRIP PLANNING
	1. **Funding Sources**

University travelers are responsible for understanding and adhering to specific restrictions that may be required by the funder. These restrictions supersede any restrictions outlined in this policy. Please see Appendix 1 for a description of Student Funding Sources and processes.

* 1. **Receipt Requirements**

A detailed receipt is required for all purchases. If sponsor requirements are more restrictive, the more restrictive receipt requirement will take precedence. If a required receipt has been lost, a missing receipt document must be submitted. It is the travelers’ responsibility to read and understand the Park University Purchasing Policy.

* 1. **Submission and Approval of Expenses**

All travel and entertainment related expenses must be substantiated and submitted for approval within 30 days after the expense is incurred. Approvers are responsible for verifying that funds are available for the trip and that any required special approvals have been obtained prior to departure.

* 1. **Pre-Trip Approval**

The traveler is responsible for ensuring that they have the necessary approval from their supervisor, advisor, or sponsor to take the trip, and for coordinating with the appropriate business manager to ensure that funds are available.

* 1. **Tax**
	**U.S. Sales, Occupancy, and Other Tax**

The University is a non-profit 501(c)(3) institution, and as such is exempt from tax on most domestic purchases. However, tax exemptions vary by state and by type of good or service purchased. University travelers must make every reasonable effort to ensure that tax is not paid. For more information on tax exemptions, including a list of exemption certificates by state, contact the Purchasing Department.

* 1. **Emergency Contacts**

Park University wants all travelers to be safe and secure. Travelers should maintain all important contact information from stakeholders (i.e., Campus Safety, Student Life, Office of International Students, Global Education and Study Abroad). For trips outside of the United States, it is also recommended that Intercultural training is completed by the Faculty or Staff Sponsor. This can be coordinated in advance through our Global Education and Study Abroad Office.

Travelers are expected to communicate with the assigned Administrative Support Employee during key travel moments. These including, arrivals, departures, and daily check-ins (if traveling internationally).

* 1. **Accidents, Thefts, and Other Safety Issues**

Accidents, thefts, and other crimes while traveling on university business must be reported immediately to the proper authorities, consistent with local/state laws. In addition, report issues to the Office of Campus Safety at 816-584-6444 and to your sponsoring department soon as possible.

* 1. **Personal Travel**

If personal travel is combined with University Trips, only the business portion of the trip is an allowable expense. Personal expenses should be paid for using personal credit cards or other methods that do not result in the University paying for the personal expense. This includes personal travel before, during or after study abroad/alternative break programs.

# IV. SPONSOR/LEADER

1. **Designated Trip Sponsors or Leaders** (persons accompanying students on the trip) can be Park University faculty or staff – as appropriate for a specific trip.
2. **Eligibility**

The faculty member or staff member must get approval through their supervisor to be a
sponsor. The supervisor must get approval through their Academic Dean and/or the Dean of Students.

Sponsors/Leaders must be approved drivers through Park University. Interested Employees can acquire more information at [http://www.park.edu/campus-safety/approved-driver- process.html](http://www.park.edu/campus-safety/approved-driver-%20process.html).

Sponsors/Leaders must pass a standard employee background check. If the employee has not already had one (i.e. adjuncts), the sponsoring department might be asked to pay the fee for a background check.

1. **Responsibility**

Any Park University Employee may participate in University travel as long as they follow
all expectations and comply with other eligibility expectations. Each sponsoring
organization could have additional eligibility or policy requirements.

Travelers must be in good University standing, including but not limited to performance
review and employment.

Travelers must adhere to all University policies. This is including but not limited to, the drug and alcohol policy, the weapons policy, the harassment free institution policy, the
information technology acceptable use policy, and the Title IX Sexual Misconduct policy.
Sponsors/Leaders should also hold student travelers accountable to all University policies and Student Conduct Code policies. Besides enforcing policies, there is an expectation that sponsors/leaders role model appropriate behavior.

1. **Accountability**

Violation of this Policy by sponsors/leaders could result in consequences including, but not limited to, loss of privilege to lead future University trips and other actions described in the University’s Human Resource Practices Manual.

1. **Orientation and On-Site Requirements**
2. Orientation must be completed before the trip date
3. This Orientation exists to reinforce academic, behavior, and cultural expectations, and the consequences if not followed (provide in a session/ meeting, and provide the information in written format - or web/email - and then once again on‐site).
4. It will be important to work with Student Life or Global Education and Study
Abroad to cover the following things during your Orientation Sessions:
i. Funding / Options for Trip Travel
ii. Itinerary and Travel options for trip
iii. Necessary Documentation and Forms
iv. Emergency Contact Information
v. Relevant Trip Information
5. On-Site Orientation when arriving at the destination such as:
6. Contact information such as emergency contact numbers, cell phone numbers, primary and secondary meeting places, and the importance of the “buddy system”.
7. Cultural information (if applicable) – including perceptions of US American students, general health and safety reminders, and clear trip expectations.
8. A list of local resources on site including local medical facilities.
9. Emergency and safety procedures - including traveling during trip-sponsored breaks, responding to physical and sexual assault, response to theft, and in what situations emergency contacts or guardians will be contacted.

# V. LIABILITY AND SAFETY DOCUMENTATION

1. Trip Sponsors should submit a roster of participants and their cell phone number to the Campus Safety Dispatcher prior to leaving campus.
2. For overnight outings and trips outside the Kansas City metropolitan area, Designated Trip Sponsors must ensure that students have completed the Hold Harmless Waiver and Travel Forms (inclusive of emergency contact information and health information for student). The original, signed copy of this form should be left in the department on campus, and the trip sponsor should take a copy, for easy access to needed information. Students participating in international travel should consult with the Office of Global Education and Study Abroad for the forms required for travel outside the United States.
3. For trips outside the USA, repatriation/emergency evacuation insurance must be carried by all trip participants which is approved by the Office of Global Education and Study Abroad. Please contact the Office of Global Education and Study Abroad for insurance options.

These trips also require specific training based for emergency procedures, documentation of issues, and cultural training. Please contact the Office of Global Education and Study Abroad to setup these trainings.

# VI. BOOKING RESERVATIONS

1. **Arrangements**
Travel arrangements should be made through your sponsoring organization, with staff members from the Department of Student Life or through/with assistance from the Office of Global Education and Study Abroad. It is recommended that you work closely with the travel sponsor to assist with pre-trip procurement in addition to approval.
2. **Reservation Timing**
Travel planning should be completed as far in advance as possible, ideally 3 weeks or more. The ideal time frame in which to purchase airfare is three months before the flight. Advance travel planning is key to obtaining the lowest airfares and securing first choice flight times and room accommodations.
3. **Frequent Flyer/Guest/Reward Points**
Travelers may keep all rewards related to travel (e.g., Delta Sky Miles, Marriot Rewards, etc.). Enrollment fees for these programs are a personal expense and are not allowable. Travelers will not be reimbursed for the value of any personal points used for University trips.

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# VII. AIR TRAVEL

1. **Booking Airfare**
Reservations should be made in advance, ideally two months or more, to ensure the most convenient and cost-effective fares. Transaction fees associated with University trip reservations are allowable.
2. **Fares/Ticket Types**
Non-refundable fares should be booked in the majority of cases.
3. **Trip Insurance**
Trip cancellation insurance is generally not an allowable expense except in special circumstances, such as group travel.
4. **Class of Service**
Travelers must purchase the lowest available economy class airfare that meets the needs of the business trip. Travelers may upgrade the level of service at personal expense or by using their “frequent flyer” points. Economy class upgrades (e.g., Economy Plus, exit row, aisle seat, etc.) are an allowable expense.
5. **Changes, Cancellations, and Unused Tickets**When travel plans must be changed due to unforeseen circumstances, the traveler is responsible for notifying the sponsoring organization or department. Changes to an airline ticket for business reasons or circumstances beyond the traveler’s control are allowable expenses. Unused tickets cannot be used for personal travel.
6. **Baggage**
Charges for baggage that is reasonable and appropriate for the purpose and length of the trip may be refunded as part of a travel grant or Senate award. Charges for baggage that is personal in nature (e.g. golf clubs for a business trip) or that is not reasonable and appropriate for the purpose and length of the trip, is not allowable. However, baggage fees are not covered by study abroad program costs; students are responsible for paying their own baggage fees through Global Education programs.

# VIII. LODGING

1. **Reservations**
Reservations should be made on the hotel’s website or directly with the hotel. When booking a hotel for a conference where there is a special conference rate, the travel should attempt first to stay at that hotel. However, a hotel option with a lower cost than the conference rate is also acceptable. The itemized hotel bill must always be included on the expense report. Travelers must cancel reservations to avoid no-show charges.
2. **Hotel Class and Rooms**
University travelers should stay in standard rooms only. Suites and other upgraded rooms are not allowable expenses. If there is a valid business need for a non-standard room, the business purpose must be documented on the expense report. Travelers may only accept complimentary upgrades. Costs associated with upgrades are not an allowable business expense. Please check with your sponsoring organization in advance about the use of room service.
3. **Rooming**
University travelers should each have their own room. Exceptions might be made pending approval by necessary stakeholders (sponsor, advisor, supervisor, Title IX coordinator, etc.). Students will never share a room with a staff or faculty member.
4. **In-Room Movies**
In-room movies are not an allowable expense.
5. **Lodging at Private Residences**
Although travelers may stay at private residences, this is not encouraged. Gifts in lieu of lodging are not an allowable expense.

# IX. CAR RENTAL

1. **When to Use**

Rental cars should be used when they are less expensive than alternative means of transportation (e.g., taxi, car service, or train) or where there are convenience or safety issues that justify the additional cost. In most cases, it is recommended that the approved drivers lease a 7-passenger mini-van or passenger automobile for transporting students off-campus. Rental cars are not permitted for international travel.

1. **Approved Drivers**
All Park faculty and staff who are transporting students off-campus must be registered as “Approved Drivers” through Campus Safety. This status is granted to employees after they have passed a test of their knowledge of safe driving and a background check of their driving history. Campus Safety maintains the records of all Park employees who are designated as approved drivers. The approved driver who is responsible for transporting students (whether through a rented vehicle or contracted vehicle), must ensure that each student traveling with employee completes a Hold Harmless Agreement.
2. **Large Groups**
For groups larger than 7 – it is recommended that employees’ contract for a special vehicle and professional driver, or utilize public transportation.
3. **Reservations**
Park has a negotiated contract with Enterprise to provide rental cars in the United States. Reservations can be made with any vendor. Travelers are encouraged to find the best rate when searching.
4. **Car Class**
Rental of up to a mid-sized car is an allowable expense. Exceptions may be made if there are three or more employees traveling together, if the traveler is transporting sizeable equipment, or if there are other valid business needs. The exception must be documented on the traveler’s expense report. Motorcycle/moped rentals or vehicle upgrades are not allowable expenses.
5. **Insurance**
While on domestic University travel, decline Collision Damage Waiver (CDW) and personal liability insurance offered through the rental company. When renting vehicles in a foreign country, collision auto liability insurance options must be accepted.
6. **Gasoline**
Travelers are expected to refuel the rental car prior to returning to the rental agency and to decline the pre-paid fuel options. The cost of fuel is an allowable expense.
7. **Incidental Expenses**
All business-related tolls and parking charges that are not part of a traveler’s regular commute are allowable expenses. Tickets or fines associated with parking or travel violations, and charges for vehicle lockouts are not allowable expenses.

# X. TAXIS

1. **When to Use**For domestic travel, taxis should be used for in-city destinations whenever possible, unless a rental car or other means of transport is more cost effective or where there are convenience or safety issues that justify the additional cost. International travel: Public transportation is safe, convenient, and inexpensive abroad. In most cases, public transportation is the preferred mode of transportation, not taxis.
2. **Tips**It is customary to provide a tip for taxi service in the United States of approximately 15%. A reasonable tip for taxi service is an allowable expense. Tips for taxi service abroad are not common.
3. **Payment**When possible, use a taxi service that accepts credit card payment and include the tip in the charge. Whether you pay by card or cash, a receipt is always required.

# XI. LIMOUSINE & SHUTTLE SERVICE

1. **When to Use**
Limousine and shuttle services should be used when they are less expensive than alternative means of transportation (e.g., train, taxi, or personal auto) or when there are convenience or safety issues that justify the additional cost. When traveling with others, it is often more economical to coordinate travel times and share a limousine or shuttle service.
2. **Tips**
In the United States, it is customary to provide a tip to for limousine or shuttle service of approximately 15%. A reasonable tip for this service is an allowable expense. Check with Global Education to see if you should tip your shuttle driver abroad.

# XII. PERSONAL AUTOMOBILE

1. **Acceptable Usage**
Use of personal auto for business purposes is allowed when it is less expensive than alternative means of transportation or when there are convenience or safety issues that justify the additional cost. Use of personal automobile for normal commute is not an allowable expense. It is an option for employees to transport students in the employee’s personal vehicle when engaging in the work of the University. In the event of an accident, Park University’s liability coverage will cover any injury to the student or employee; however, the employee’s personal insurance would need to cover the cost of any damage to the employee’s personal vehicle. Faculty or staff should ask students to sign the Form for Students Riding with Faculty or Staff in Personal Vehicles.
2. **Mileage Reimbursement**
If a personal automobile is used for University travel, you will be reimbursed at the current IRS authorized mileage rate for miles incurred in excess of your normal commute. The personal mileage reimbursement covers all costs related to the operation of the vehicle, including service, maintenance, insurance, depreciation, and gas.
3. **Gasoline**
The price of gas is factored into the mileage reimbursement rate and is therefore not an allowable expense when traveling by personal automobile.
4. **Tolls**
All tolls incurred while conducting University travel are allowable expenses. This does not include tolls incurred for normal commute.
5. **Parking**
All parking for University travel are allowable expenses. Commute-related parking charges are not allowable expenses.
6. **Maintenance/Repairs/Fines**
Regular car maintenance, fines, penalties, towing, and repairs are not allowable expenses.

# XIII. OTHER TRANSPORTATION

* 1. **Ride Share (Uber or Lyft)**
	Travel by private shuttle is allowed when it is less expensive than alternative means of transportation or when there are convenience or safety issues that justify the additional cost.
	2. **Rail**
	Travel by rail is allowed when it is less expensive than alternative means of transportation or when there are convenience or safety issues that justify the additional cost. Business Class travel is allowable for regular Amtrak service. For international rail travel, travelers should purchase a fare that offers reserved seating. Often, reserved seating is only available in first class. Roomettes are allowable for overnight travel.

# XIV. MEALS & ENTERTAINMENT

1. **Individual Meals & Incidentals**
Actual daily expenses claimed should be reasonable and appropriate. The maximum allowable expense should not be more than $50 per day. Please work with your sponsoring organization to ensure proper budget planning for meals.
2. **Group Meals and Entertainment**
In situations where an individual is conducting University travel with one or more guests, reasonable meals and entertainment expenses are allowable except where noted below. Business meals and entertainment must be directly related to University travel.
3. **Alcohol**The purchase and use of alcohol places significant legal exposure on the University. Alcohol may never be charged to the University.
4. **Documentation**
The Internal Revenue Service requires all University travel meals and entertainment expenses to be properly documented. This includes a list of attendees including titles and affiliation, or identification of a discernible group, total number of attendees, and the business purpose of the meeting.

# XV. COMMUNICATIONS

1. **Telephone Usage While Traveling**
Phone calls that are reasonable and necessary for conducting business are an allowable expense. The itemized hotel bill or an original phone bill with itemized calls must be attached to the purchase log. Use of air phones is not an allowable expense, except in emergencies or extenuating circumstances. An explanation must be noted on the purchase log.
2. **Internet Access**
Internet access (e.g., hotel, airport, hotspot, etc.) is an allowable expense provided that the access is necessary for business purposes and not personal use.

# XVI. ALCOHOL AND DRUG POLICY

1. All Students and Employees must adhere to the drug and alcohol use policy available at <http://www.park.edu/campus-safety/drug-and-alcohol-use-policy.html>.
2. Employees are expected to role model appropriate behavior and enforce the drug and alcohol use policy.
3. The only exception to this policy is that students and employees of legal drinking age can consume alcohol when expected to do so due to cultural norms. At all times, the sponsor/leader must be able to make appropriate leadership decisions regarding the travelling group and to role model professional behavior

# Appendix 1 - Student Funding Request

 **I. Funding your Student Trip**

Many different types of trips may occur at Park University. At the beginning of your planning process, we would ask you to sit down with your department sponsor and create a list of total expected expenses for your travels. In this budget document, please add any income you will be receiving from Fundraising, person funds, or expected Park University Financial Aid.

**II. Requesting University Funds for University Trips.**

1. **PSGA Special Funding Requests**If after completing a budget there is still a need for funds, you should first submit a funding request from the Park Student Government Association (PSGA). request for Students will need to request student funding through the PSGA website at www.park.edu/psga. This request will be processed through PSGA Budget Committee and will need to take place no later than three weeks from the event.
2. **Academic Affairs Funding Requests**
	1. If additional funds are still required, Academic Affairs Travel Grant Requests may be submitted. The Student must be traveling for the purpose of attending professional/academic conferences and is not guaranteed by Park University, but made available on a case-by-case basis, and only if funds are available.
	2. Guidelines:
		* 1. The University will financially support student academic travel only for students in good academic standing and only if the student is accompanied by a Park University faculty member.
			2. A student can receive academic travel grants only if the student is enrolled, full time, during the semester when the trip takes place.
			3. Students should first solicit funds from other university and professional sources for such travel. In many cases, students also are encouraged to undertake fundraising activities.
			4. Students can receive funding from this fund for one trip per academic year.
			5. All student travel must comply with all relevant university policies, including policies regarding travel liability, insurance, and student conduct.
			6. For travel to conferences to make presentations a student may receive up to $500 of authorized and justified expenses.
			7. For travel to conferences to participate as a discussant or panelist, or to attend in some type of official capacity a student may receive up to $400.
			8. For travel to conferences simply to attend, a student may receive up to $250.
	3. Applications for academic travel grants must include a completed travel grant request form signed by the applicant, the faculty member accompanying the student, the department Chair, and the Dean/Associate Dean before being submitted to Academic Affairs. This application must also include a letter outlining the need to travel and if any other funds are used for the same trip. The application must also include a brief letter of support from the faculty member accompanying the student. Preference will be given to applicants who request grants three months prior to the date of travel.
	4. Forms can be requested and completed by sending an email to Michelle Forrest at Michelle.Forrest@park.edu at Park University.
3. **Post Approval Information**
	* + 1. **PSGA Funding**

After the approval of your funds through PSGA, you will need to meet with the PSGA advisor or your departmental sponsor to use this funding to secure your travel arrangements. Please contact studentlife@park.edu, if you need to set up an appointment.

* + - * 1. At this meeting you will need to bring your completed budget, travel arrangements, conference attendance / project website, and your ID that will be used to secure travel arrangements.
				2. You may also choose to apply for a reimbursement after event has taken place. If you are completing a reimbursement request, you will need to bring a copy of your recipients to the meeting.
			1. **Academic Affairs**
				1. Post reception and confirmation of your travel form, a representative from Academic Affairs will coordinate with a member of our Student Life team to ensure proper fee distribution.
				2. If your request did not receive PSGA funding, a member from the Academic Affairs team (or their designee) will be in direct contact to ensure your funds are distributed or reimbursed.
			2. Please remember that everyone at Park University is responsible for adhering to the University purchasing policy regardless of method of payment. A full copy of the policy can be found here: <https://my.park.edu/ICS/Offices/Purchasing/Policies.jnz> or by calling the Purchasing Department at (816) 584-6382